



June 2025

Principal:
Mr K G Grainger MA

Assistant Principals:
Mrs S Cordoba Tellez BA Hons
Mrs R Gibbons BA Hons
Mrs J Hart BA Hons
Mr N Huskinson M.Ed
Mrs A Keen MSc Hons
Mrs E Renny BA Hons
Mrs S Strudley M.Ed

Vice Principal:
Mrs G Powell BA Hons

Dear Prospective Applicant

SITE AND EVENTS MANAGER

37 hours per week, 52 weeks

BG-E 39-42 £49,416- £52,508 including London Weighting

REQUIRED FROM SEPTEMBER 2025 OR SOONER

Thank you very much for your interest in this position and Garth Hill College. We are seeking to appoint a Site and Events Manager. This is an exciting opportunity to become part of the Garth Hill team and play an instrumental role in ensuring a safe and stimulating environment for all members of the school and wider community, maximising the potential opportunities that our great facilities provide.

The successfully appointed candidate will lead and direct the work of the Site Team. As a key member of that team (currently comprising five people, one of whom is part-time) striking the right balance between day-to-day operational matters and strategic considerations is a key feature of the role. You will be responsible for all aspects of site and estate management on the main school site (including sixth form) and at our specialist centre for ASD pupils, including compliance with all legal and external health and safety requirements.

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Our current Site and Events Manager was appointed in 2001 and, after many years of sterling service, is leaving at the end of this academic year. As you might expect, he has considerable experience and knowledge of the site. He was heavily involved in the new school building project (opened in 2010) as well as in the opening of the Sixth Form Centre (2015) and Rise@GHC in Eastern Road (also 2015). Ideally, we would like the successful candidate to start sooner than September 2025 to facilitate a smooth handover and ensure good continuity of service.

The successful candidate will possess a high level of initiative and the skills and confidence to manage a team covering a large split-site spanning over three buildings, and on rare occasions attend out of hours in the event of an emergency. Prospective candidates are advised to study the person specification and job description for this post carefully

The College estate is large and extensive with three separate buildings. The main school and sixth form buildings are located on Bull Lane. Rise@GHC is specialist resource provision in Eastern Road, Bracknell, which is a two minute drive from the main site. There are playing fields on the main school site, including MUGA (multi-use games area – hard court) and 3G pitch, as well as access to playing fields on Bull Lane (opposite the Sixth Form centre). In the main school, the College's school blocks, Administration Block, Auditorium and Sports Centre are formed around a large, central 'Inner Link' space providing social space for students, as well as opportunities for performance, assembly and a range of other activities.

In addition to standard classrooms, facilities include:

- ICT suites, Science laboratories and other specialist classrooms including for art.
- Drama Studio and Dance Studio
- Music Centre including a Recording Studio and



- A Design and Technology Centre including workshops, graphics room, an open area for computer-aided- design and a manufacturing centre
- Library (Learning Resources Centre)
- Learning Support Centre (LSC)
- Sports Centre including a four-court Sports Hall, two- court Activity Studio, Fitness Suite and changing rooms. There are also tennis courts, floodlit 3G artificial pitch and extensive playing fields.
- Restaurant and adjoining outdoor terrace
- Outdoor courts, courtyards and adventure play area.

In the Sixth Form Centre and at Rise@GHC, there are further additional specialist teaching spaces, as well as standard classrooms and study areas. There are also additional changing rooms in the Sixth Form.

Our last Ofsted inspection in October 2024 was very positive and confirmed that College had taken effective action to maintain the standards identified at the previous inspection (the last full inspection was in May 2019 when we were judged a 'good' school and all areas were rated 'good'). The report highlighted several key strengths including:

Pupils enjoy coming to this inclusive, friendly school. They foster strong relationships with staff and with one another.

Pupils' well-being is a priority. The highly effective pastoral system supports pupils' well-being and mental health.

Pupils benefit from the wide range of worthwhile educational experiences on offer.

The wider personal development of pupils is a strength. The school has put in place a carefully considered programme that runs through the whole school.

The school prepares pupils effectively for their next steps.

The full report can be read at <https://reports.ofsted.gov.uk/provider/23/110069>.

We are excited and confident about the future as we continue our journey to excellence. Our CPD programme is very strong. An outstanding team of teaching and learning professionals, including Lead Practitioners and Teaching and Learning Coaches, lead whole college and bespoke teacher development.

Furthermore, behaviour and inclusion support for pupils is exceptional. There is a very clear and established behaviour management system with 'send out'. The Behaviour Support Team helps staff and pupils to help resolve any issues that occur and work to ensure that pupils behave impeccably (one of our 'Seven Habits' for pupils). Centralised detentions help to reduce teacher workload.

I am fortunate to work with an extremely dedicated team of staff. We are passionate about our pupils' learning, and the Garth Hill community. We seek the very best for our pupils and we are committed to providing excellent service and care to them and their families. We also work in a great learning environment with superb facilities.

If you possess the qualities listed, have the necessary skills and experience, believe that working with young people is a privilege and are ambitious for the future of Garth Hill College, we welcome your application.

Please do feel free to come and visit us too or pick up the phone.

Applications

Should you have any queries please contact Mrs S Barnes at the College via email on s-barnes@garthhillcollege.com

The Interview Process

If selected, the interview process will test and assess your fulfilment of the requirements for this position. As part of this process, you will be expected to attend a panel interview. You may also be asked to

complete a task relevant to the position. The interview process will include consideration of your suitability to work with children and the interview panel will ask questions on safeguarding children/young people.

CLOSING DATE FOR RECEIPT OF APPLICATIONS IS 09H00 ON 7 JULY 2025.

Safeguarding Children

Please note that Garth Hill College is committed to safeguarding children. In line with our Safeguarding Policy, we adopt safe recruitment procedures and always check the suitability of applicants to work with children/young people through the appropriate authorities. Only applications submitted on the College's application form will be considered and the successful applicant will be required to undertake a full check and disclosure by the Disclosure and Barring Service. It is our normal procedure to request references on shortlisted candidates prior to interview.

Support and Professional Development

A range of support and professional development opportunities are available at Garth Hill College.

- Friendly and supportive working environment
- Strong staff well-being culture and programme of events
- OFSTED 'good' (May 2019)
- Free use of on-site gym with rowing machines, cross-trainer, spin bikes and free weights.
- As a Bracknell Forest Local Authority school, staff also take advantage of Bracknell Forest employee benefits [Staff benefits | Bracknell Forest Council \(bracknell-forest.gov.uk\)](https://bracknell-forest.gov.uk/staff-benefits).
- A comprehensive induction programme for new staff

Yours faithfully



Keith Grainger
Principal